



Date: September 2015
To: Exchange and Visiting Partners
From: Cindy Cullen, Coordinator, International Student Services
Regarding: Exchange and Visiting Student Program

As we look forward to the spring 2016 semester, we have prepared the following information that we hope you will find helpful. Please contact us at any time with questions or concerns, and remember you are always welcome to visit us in New Paltz!

CONTACT INFORMATION:

Cindy Cullen
Coordinator, International Student Services
cullenc@newpaltz.edu
845.257.2882
RE: Application process and course registration

Megan Kromp
Data Coordinator
international@newpaltz.edu
845.257.3814
RE: DS-2019/immigration documentation

APPLICATION PROCESS: We are using an online application process. Information is provided through Terra Dotta and documents are uploaded to the same website. Original documents are not required for admission to the visiting program. However, students should keep their original financial records, transcripts, and other academic records and bring them to their visa interviews with the US Consulate.

RECENT CHANGE IN ADMISSION PROCESS: New federal regulations governing the J-1 Exchange Visitor program now require ALL prospective exchange students to prove sufficient proficiency in the English Language to participate in this program and to function on a day-to-day basis in the United States. This must be documented before we can issue the immigration documents required for issuance of the J-1 entry visa.

Partners will need to complete the verification form that we have included in the application. Students will give it to you and it should be returned to the student so they can upload it into their application.

COURSE SELECTION: Spring semester course offerings will be available online at the New Paltz website the first week of October, (fall semester course offerings will be available in April). We have a greater chance of registering the visiting students in their preferred courses if we receive the requests early. Please note that enrollment is subject to course availability and scheduling as well as the completion of prerequisites.

At the request of the Department of Communications and Media, we are unable to accept applications from exchange students who want to register for courses in the following majors: Journalism, Public Relations, Media, and Communications. This restriction is valid at least through the 2015/16 academic year.

If you have students who participate in the visiting program during their last semester or must complete specific courses in order to meet graduation requirements, they should note this information clearly on their course request and confirm before they arrive whether they will be able to register for the courses they need. It would

also be extremely helpful for partners/advisors to notify New Paltz directly about mandatory courses that students require.

HOUSING: We encourage visiting students to live in the campus residence halls while they are students at SUNY New Paltz. This arrangement gives them an opportunity to meet American and international students. Additionally, the halls are convenient to the campus and community. Because of high demand for housing, it is essential that we receive housing requests ASAP.

INTERNSHIP OPPORTUNITIES: Students with J-1 status may be eligible to accept internships after completing a semester of study in the United States through J-1 Academic Training. Some students would like to gain experience in their fields of study, and we support this goal, as long as there is no objection from the home university and the regulations are followed.

The internship must be an integral part of the academic program and we must have confirmation of this from the home university. The internship period may not exceed the study period.

PAYMENT: Students are billed online. There will be no paper invoices mailed to students, but they may receive an email about their charges for fees and living expenses. Please note that payment is due on the first day of class, but does not need to be paid in advance.

HEALTH INSURANCE: We require all visiting students to purchase the SUNY Health Insurance Policy. Students cannot waive this requirement, even if they provide documentation of alternative coverage. The SUNY policy provides access to excellent medical services in the local area, full coverage of prescription medication, and treatment for pre-existing conditions, as well as Medical Evacuation and Repatriation. It is readily accepted by physicians and hospitals throughout the United States.

IMPORTANT DATES:

Semester	Spring 2016
Official airport pick-up date	Thursday, January 14
On campus move-in day	Thursday, January 14
Off campus students check in and orientation begins	Friday, January 15
First day of classes	Wednesday, January 20
Last day of classes	Tuesday, May 3
End of semester	Friday, May 13
Residence halls close at 10a.m.	Saturday, May 14